

Pacific Union College

Job Description

Position Title:	Housing Coordinator – External Grp -PT	Exemption Status:	Non-Exempt
EEO Classification:	6-Administrative Support Workers	Job Code:	39-9041
Department:	Residential Life	Position ID:	
Reports To:	VP of Student and Spiritual Life	Wage Scale:	I-B
Last Update:	7/21/2026		

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Part-Time Housing Coordinator serves as the primary point of contact for external groups utilizing Pacific Union College housing facilities. This role is responsible for coordinating all aspects of guest housing, including reservations, communication, scheduling, and preparation of facilities. The coordinator works collaboratively with Facilities and Custodial Services to ensure spaces are clean, safe, and ready for use, while also supporting efforts to promote campus housing to external partners such as churches, schools, camps, and alumni groups.

ESSENTIAL FUNCTIONS

External Group Coordination

- Serve as the main liaison for all external groups seeking campus housing accommodations
- Communicate clearly with group leaders regarding arrival/departure times, housing assignments, and specific needs
- Provide timely responses to inquiries and maintain a high level of customer service and hospitality

Scheduling & Reservations

- Manage all housing reservations for external groups
 - Maintain an accurate and up-to-date master schedule of room usage
 - Ensure appropriate spacing between reservations to allow for custodial turnover
 - Determine and coordinate room assignments based on group size, needs, and availability
- Resolve scheduling conflicts and adjust plans to meet operational priorities

Facilities & Custodial Coordination

Work Closely with Facilities and Custodial teams to ensure rooms are cleaned and prepared prior to arrival.

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- Communicate scheduling needs and turnaround timelines
- Address maintenance or facility concerns promptly
- Coordinate with external service vendors as needed to support group requirements

Operations & Logistics

- Track group details, including headcounts, room assignments, and special accommodation.
- Ensure compliance with college policies and procedures, including those related to safety and youth/minor programs as applicable.
- Maintain organized records of all bookings and communication.
- Coordinate logistics for large-scale events and group stays, managing high-volume activity and time-sensitive needs.

Marketing & Revenue Development

- Promote campus housing to external groups such as local churches, schools, youth programs, and alumni groups.
- Develop outreach strategies to increase utilization of campus housing.
- Collaborate with relevant departments to support revenue-generating opportunities.

EDUCATION

- High School Diploma/GED required
- Bachelors from an accredited college or university preferred

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- Strong organizational and scheduling skills
- Excellent communication and interpersonal abilities
- Ability to manage multiple timelines and stakeholders
- Customer service or hospitality experience preferred
- Experience with scheduling systems or databases a plus
- Ability to work collaboratively across departments

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date